

Activity: 7.2
Develop Installation Plan

Responsibility: Project Team

Description: The Installation Plan is prepared to specify the requirements and procedures for the full-scale installation of the developed software product at the system owner's and all users' work sites. The plan also addresses the installation of any hardware, off-the-shelf software, firmware, and communications equipment needed to operate the product at each site. In developing an Installation Plan consider each site's requirements for continuity of operations, level of service, and the needs of the project team, users, maintenance personnel, and management.

Work Product: Work closely with the system owner and representatives from the user sites to assure that all site-specific hardware, software, and communications installation requirements are addressed in the Installation Plan. Develop a draft Installation Plan that addresses the following issues.

- Schedule of all installation activities.
- Items to be delivered to each installation site.
- Number and qualifications of personnel performing installation.
- Equipment environmental needs and installation instructions.
- Hardware, software, firmware, tools, documentation, and space required for each installation.
- Special requirements governing the movement of equipment to each site.
- Communications requirements.
- Dependencies among activities affected by installation.
- Installation tests to assure the integrity and quality of the installed product.

Place a copy of the draft Installation Plan in the Project File.

- Note:** For projects with limited procurement and installation requirements, the Acquisition and Installation Plans can be combined into one work product.
- Review Process:** Conduct a structured walkthrough to assure that the draft Installation Plan is accurate and complete. The Installation Plan will be reviewed and revised as needed during the Software Integration and Testing Stage.
- Resource:** An Installation Plan template is available on the Software Management Program Web site.